

Central London Freight Quality Partnership



Loading, unloading and parking working group

Date 6 March 2008
10.00 – 13.00pm

Venue University of Westminster
35 Marylebone Road
London
NW1 5LS

Tel: 020 7911 5073

Minutes

Present	Mike Browne (Chair)	University of Westminster
	John Burns	Ashford Borough Council
	Mark O'Brien	Association of International Courier and Express Services
	Mike Bracey (MBr)	Brewery Logistics Group
	Craig Stansfield	City of London Corporation
	Sally Keiller	City of Westminster
	Julian Leedham	City of Westminster
	Blake Shepherd	City of Westminster
	Brian White	Clean Linen Services (South) Ltd
	John Crosk	DHL Tradeteam
	Natalie Chapman	Freight Transport Association
	Julian Richardson	Freight Transport Association
	Jerry Ward	John Lewis Partnership
	Guenter Jocher	Tavern Snacks
	Joseph Dack	Transport for London
	Andy Rooke	Transport for London
	Chris Smith	Waterloo Quarter Business Alliance
	Donald Chalker	Central London Partnership

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Apologies	Joanne Frankish	Brakes
	Sharon Davies	DHL Express (UK) Ltd
	Frazer Praag	Kuehne & Nagel Drinks Logistics
	Roy Turner	London Borough of Camden
	Peter Blaine	Transport for London
	Richard Currie	UPS

Item 1 Welcome, introduction and apologies

Mike Browne welcomed everyone to the meeting, requested introductions around the table and accepted apologies.

Item 2 Harmonised parking policy and practices – the Kent experience

John Burns from Ashford Borough Council gave a presentation on the development and implementation of a harmonised parking policy across eleven of the twelve district / borough councils in Kent. The process commenced in 1996 by the Kent Parking Group, consisting of parking managers and interested parties. Consensus was achieved after months of negotiation and debate. The policy document (<http://www.ashford.gov.uk/PDF/parkingCancellationPolicy.pdf>) was published in the best interest of the public despite concerns that it would be considered a cheats charter. It is thought that publication has reduced the workload for the enforcement authorities and reduced hostility to parking Assistants and back office staff. The document has been praised by Caroline Sheppard, Chief Adjudicator, National Parking Adjudication Service, for providing clarity, consistency and transparency. The document is under continuous review with TMA Part 6 changes the latest amendments to be made.

Maidstone Borough Council is the only authority not to sign up to the harmonised policy. It is not known why.

Other local authorities throughout the UK are interested in the document and the process that Kent has gone through as part 6 of the TMA promotes consistency in parking policies and processes.

Maidstone is the only borough in Kent that has contracted out the issue of PCNs.

There is no evidence that publication of the policy has reduced challenges as the percentage of appeals has remained constant. However, it has assisted in resolving disputed PCNs.

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The process was officer lead but supported by members.

Differences between Kent and London were discussed. Traffic management issues would be different in each area. Boundary issues are more prevalent in London. Loading / unloading may be viewed differently by PA's in Kent and there are fewer of them. Longer observation periods were possible as it was less of an issue. The meeting was reminded that Observation periods are not a period of grace for drivers, but an evidence gathering period for PA's.

It was noted that in over a quarter of local authority's revenues from charges, which includes PCN's, exceeded revenues from council tax. This percentage is expected to increase over the coming years.

Lobbying for simplified parking regime in London would be considered for inclusion by the CLFQP in its 2008/9 work programme.

- Action**
- Parking issues to be part of the work programme development discussions for 2008/9.

Item 3 Loading bay management – a telematics approach

Andy Rooke gave a presentation on Cooperative Vehicle Infrastructure Systems (CVIS) which will be circulated to members shortly. A loading bay in Buckingham Palace Road has been selected to trial the use of telematics to manage usage of the loading bay. It is envisaged that component testing will commence during June 2008 with the on street trial taking place between January and May 2009. Further details, including an introduction to cooperative systems can be found at www.cvisproject.org.

Post meeting note – MVA were involved in a potential loading / unloading pilot in Ealing a couple of years. This included internet / phone booking and / or self management of loading bays. This part of the project was dropped as business didn't think that it would work due to the unpredictable nature of their deliveries.

- Action**
- A copy of the presentation to be circulated to working group members.

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Item 4 Minutes of the last meeting

Two responses were received to the request for definitions of a hot spot, one of which had subsequently been amended. They will be circulated with the minutes.

Concerns about differing borough practices regarding constant and casual observation require adding to the letter to London Councils.

SK provided copy for the CCTV section in the loading and unloading code of practice. Text updates to be circulated by DC to MBr, NC and SK for final editing. Text to be sent to partner organisations prior to the Parking Managers meeting at the beginning of April.

The letter to Partners in Parking to be addressed to Clive Burley, Programme Manager at City of Westminster.

The FTA, TfL Freight Unit (FORS project) and City of Westminster are all doing work to assist operators with managing PCN's. Work on the CLFQP best practice guide has been put on hold pending the outcome of these pieces of work when the CLFQP will evaluate its role in this activity.

- Action**
- CLFQP to circulate 'hot spot' definitions with the minutes of the meeting.
 - Information on constant / casual observation periods to be added to the London Councils letter, to be then circulated briefly for comment, prior to signing and sending.
 - Text for the loading / unloading code of practice to be circulated to MBr, NC and SK for approval prior to the parking managers meeting in early April.
 - Draft Partners in Parking letter to be sent to Mike Browne for final editing and signing.

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Item 5 2008 / 2009 work programme

TfL will meet with the boroughs to develop the 2008 / 2009 CLFQP work programme at the end of March. Suggested areas for activity in 2008 / 2009 are;

- Highlighting and working to resolve inconsistencies in parking policy and practice.
- Investigation into the use of loading bays.
- The facts and science behind observation periods.
- Exploring why there are policy and practice differences between boroughs.
- Service vehicle activity.
- Investigation into strategic aspects of parking.

Working group members should submit any further suggestions for the work programme to DC.

- Action**
- Mike Browne and DC to discuss and evaluate prior to the meeting between TfL and the Boroughs.

Item 6 Any other business

The annual pan-London FQP meeting was held on Wednesday 13 February 2008. Mike Browne presented on CLFQP activity over the past year.

The University of Westminster is hosting a UK national BESTUFS conference on 21 April 2008. The agenda will be circulated with the minutes. Any members that are interested in attending should contact Mike Browne.

The FTA is holding their second Urban Logistics Conference on the 11 March 2008. (Post meeting note – the CLFQP came joint second with Mersey and Halton FQP in the first annual FTA FQP awards. The winner was Tyne and Wear FQP).

Mike Browne requested any suggestions as to speakers for future meetings.

Mike Browne thanked Mark O'Brien for his support over the past couple of years and wished him all the best for the future.

Item 7 Date of next meeting

The next meeting is tentatively booked for the 7 May 2008 from 10.00 – 13.00 at the University of Westminster. The arrangements will be confirmed after 1 April following the transfer of the management of the CLFQP to the London Borough of Islington.